

ADMINISTRATIVE INTERNAL USE ONLY

Pers 80-664

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31 JAN 1980

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science & Technology
Chairman, Executive Career Service

FROM : Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT : FY 1980 Annual Personnel Plan (APP) Analysis

1. Subsequent to your submission of your Career Service's APP for FY 80, the Executive Committee made the decision that "the Heads of the Career Services will evaluate their own systems...within the context of a revised APP as much as possible...and report to the DDCI through the Director of Personnel."

2. Accordingly, I wish to ask you to review your FY 80 APP submission, which originally was directed to the attention of the Personnel Management Evaluation Staff (PMES), since I now will be sending your separate analysis on to the DDCI. While we provided you earlier with a suggested list of questions to assist in the analysis of your Career Service APP, there may be additional points coming out of your analysis of the FY 79 achievements and corresponding FY 80 goals that you may wish to address.

3. This office will be preparing an Agency-wide analysis of the FY 80 APP for submission to the DDCI, including some comments that may be Career Service-specific, while it is up to each Career Service to analyze its own FY 79 achievements and FY 80 goals as reported in the FY 80 APP.

4. Some key areas which you may wish to assure yourself that you have addressed include:

a. FY 79 EEO Achievements and FY 80 Goals. In his letter of transmittal approving the FY 79 APP, the DDCI directed particular attention to On-Duty-Strength and promotion goals related to EEO concerns.

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b. FY 80 Promotion Goals. We prepared a set of promotion projections for professionals, which were made available to you to assist in preparing your FY 80 APP. If your Career Service promotion goals are significantly different from those projections, you may wish to comment on the basis for your goals.

5. It is requested that you route your reviewed or revised FY 80 APP Analysis to the DDCI via D/PPPM no later than 15 February 1980.

Harry E. Fitzwater

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Distribution:

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